

**FYE 2006**

**HOME OFFICE COST REPORT**

**SUPPLEMENTAL INSTRUCTIONS FOR ELECTRONIC PREPARATION**

This document is intended to supplement the GENERAL INSTRUCTIONS to the home office cost report. It addresses the differences between the paper and electronic versions.

In general, the two versions (electronic and paper) are the same. There are, however, some differences:

- The electronic report has colored cells and white cells. The preparer should note that only the blue or yellow cells are filled out.
- The white cells are either pre-defined text or formulas.
- The electronic format has many embedded formulas and links that are designed to save time and reduce errors.
- The electronic version requires an "electronic signature", instead of one which is handwritten. (see below)

**INFORMATION & CERTIFICATION**

Each cost report must be submitted with this sheet completed. In order to complete this sheet, the preparer must enter the "passcode" which was assigned to them. The passcode is entered in the cell labeled "PASSCODE:". This passcode serves as the owner's or officer's signature.

**MAPPING**

This optional feature allows the preparer to import trial balance data into the cost report to save time and reduce errors. To complete this worksheet, you must first select Option A or Option B. Refer to the MAP SELECT sheet to make this selection.

Once you have selected the appropriate option, enter amounts from the home office's GL, then select or type in the relevant cost report item to which the GL item belongs. The GL Account Number and GL Account Name fields are optional.

Unlike the freestanding cost report, there is no button to push after this sheet is completed. The amounts are automatically routed to their proper cost report line as you enter them.

Once the preparer completes this process one time, this schedule can be "copied and pasted" every year, with current numbers, to save time.

### **CHECK FIGURES**

This sheet was added to the electronic cost report to verify that certain figures properly equal other figures within the cost report. This sheet must be reviewed after the cost report is completed. If any set of numbers does not tie, the error should be corrected, or a detailed explanation should be provided.

### **SCHEDULE I-8**

The chain component names and allocation percentages will automatically appear on this sheet, according to what is entered on SCHEDULE I-6. The allocation amounts for the facilities are calculated automatically.